

TOWN OF FIFIELD SPECIAL BOARD MEETING
Minutes of February 20, 2020

Human Resources Working Session with Cathy Pagel

ROLL CALL: The special meeting was brought to order on February 20, 2020 at 5:00 p.m. at the Fifield Town Hall. Present: W. Felch, J. Hintz, B. Salm. Also present C. Pagel, J. Jontry, T. Fleming and three others.

REVIEW UPDATED TRANSFER SITE INCIDENT REPORT FORM: The incident reporting form has been revised and updated to include documentation of follow-up. "Transfer Site Incident Report Form Review" will be added to Board meeting agendas monthly.

DISCUSS FOLLOW-UP PROCESS REGARDING TRANSFER SITE INCIDENTS AS IT RELATES TO EMPLOYEE: The Board understands it will be responsible for following up on incident reports as necessary.

TRANSFER SITE ATTENDANT JOB DESCRIPTION: Contact information for the Chairperson and Road Superintendent will be provided to the transfer site attendants to be used in the event of an absence or emergency. Attendants as well as substitutes need a copy of the job description to sign.

SUBMIT FRAMEWORK FOR REVISED EMPLOYEE HANDBOOK: Revisions to the employee handbook will include providing a cover; welcome/introduction; "adopted by the Board" page; employee acknowledgement; table of contents; general information; policy information (including charge accounts policy); discipline, grievances and termination policies; union information; notes.

PRESENT THE LIST OF CONCERNS DRAFTED IN EARLY SEPTEMBER: Discussion regarding confidentiality including personnel files and answering machine messages.

SCHEDULE TRAINING SESSION BETWEEN J. JONTRY AND C. PAGEL TO ADDRESS PAYROLL, PERSONNEL FILES, FMLA AND HR PROGRAM BINDER: C. Pagel and J. Jontry will schedule a meeting outside of regular work hours to accomplish these items.

ADJOURN: A **MOTION** (Hintz, Salm) was made at 5:15 p.m. to adjourn. Motion carried, voice vote (3, 0).

Respectfully submitted,

Jennifer Jontry, Town Clerk